

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PROBATION SUPERVISOR**

Jurisdictional Class: **Competitive**
Date Adopted: **08/29/02**
Date Revised:
Jurisdictions: **County**
Union Status: **CSEA**
Pay Grade: **20**

DISTINGUISHING FEATURES OF THE CLASS: Employees of this class perform probation work at a supervisory level involving the direction and supervision of a small number of probation officers. A probation supervisor may be in charge of a special unit. Incumbent works under the general supervision of a probation director. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs the duties of a probation officer requiring specialized knowledge and skills;
Plans, assigns and is immediately responsible for the work of probation officers in a special unit;
Supervises the work of probation officers, which may include intake work, investigations, program planning and supervision of probationers;
Performs the duties of computer systems administrator for the probation department, including developing record-keeping systems and administrative procedures;
Supervises the collection and review of paperwork related to transfer of probationers;
Evaluates staff training needs and coordinates and/or conducts special training programs within the agency;
Performs special assignments when assigned, such as probation research, study and development, Sex Offender Registration Act (SORA) and DNA collection;
Assists in the interpretation of rules and procedures for the benefit of subordinate staff;
Confers with judges, court personnel, attorneys, police, educational and social agency personnel and various other groups and individuals on problems and other matters with which the probation agency is concerned;
Assumes all responsibilities of the Director in his/her absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern principles and practices of probation work; good knowledge of principles underlying human behavior, growth and development; good knowledge of laws pertaining to probation and of functions and procedures of courts involved with the work of the agency; good knowledge of and skill in investigative, interviewing, case recording and report preparation techniques as applied to probation work; good knowledge of community organization principles and practices; working knowledge of computer hardware and software, network technology and data communications; supervisory ability; ability to gain the confidence and cooperation of others; emotional maturity; good powers of observation, perception and analysis.

MINIMUM QUALIFICATIONS:

- (A) Four (4) years of experience as a probation officer; graduate work in social work, law, public administration, criminal justice, sociology or a related field may be substituted for experience on a year for year basis up to a maximum of two (2) years; **OR**
- (B) One(1) year of experience as a Senior Probation Officer; **OR**
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

Last Reviewed: n/a
Last Updated: n/a
Reviewed By: n/a
Last Reallocated: n/a

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NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

NOTE: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.

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